

**BEACON HR/PAYROLL IMPLEMENTATION PROJECT
EXTERNAL KICK OFF MEETING PREP**

1. EXTERNAL PROJECT KICK OFF

The project kickoff will set the stage for how stakeholders will view the project. This will be the first time some of the stakeholders will have heard about the project and their potential role into its success. In order to orchestrate this high visible event it is necessary to closely monitor the development of the content and prepare all speakers for their role in the event. The change management team held weekly meetings to discuss the progress of the team, document any decision that were made and monitor the completion of all activities. The minutes of these meeting are contained on the "T drive" The critical activities were captured on an excel spreadsheet and is attached for review.



"KickOff Check
list.xls"